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ADMINISTRATIVE INSTRUCTIONS



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17 December 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

MATERNITY LEAVE

STATINTL

1. Under authority of regulations relating to annual and sick leave of government employees (as amended June 26, 1946; 11 F. R. 7257), applications for maternity leave may be approved by the Chief, Personnel Division, F & A Branch, under the following circumstances:

- a. Written application will be submitted, accompanied by a doctor's certificate on Standard Form 71.
- b. Normally maternity leave will not exceed six months, including--

- (1) Accumulated sick leave
- (2) Accumulated annual leave
- (3) "Leave without pay status" for any balance of the six months' period after accumulated sick and annual leave have been used up.

2. Upon receipt of written advice from the attending physician certifying to the absolute necessity therefor, the Chief, Personnel Division, F & A Branch, may approve extension of an additional six months' period of maternity leave in a "leave without pay status".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

STATINTL

Colonel, AGD
Executive for Personnel and Administration

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
No. [REDACTED]

22 April 1949

STATINTL

SUBJECT: Time, Leave and Pay.

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- RESCISSIONS:
- a. Administrative Instruction No. [REDACTED] dated 24 June 1948,
subject: Time, Leave and Pay.
 - b. Administrative Instruction No. [REDACTED] dated 4 August
1948, subject: Absence for Registration and Voting.
 - c. Administrative Instruction No. [REDACTED] dated 17 November
1948, subject: Legal Holidays.
 - d. Administrative Instruction No. [REDACTED] dated 28 January
1949, subject: Time, Leave and Pay (Official Working
Hours).
 - e. Administrative Instruction No. [REDACTED] dated 15 February
1949, subject: Annual Leave (Time, Leave and Pay).

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1. Official Working Hours

a. The normal official working hours for all activities of the Agency are from 0830 to 1700, Monday through Friday. For any tour of duty in excess of four (4) hours, normal or otherwise, a thirty minute lunch period will be established.

b. The hours of duty shown on Standard Form No. 1130, Time and Attendance Report, must be shown in terms of Standard rather than Daylight Saving Time for employees whose tours of duty are other than the normal official working hours, 0830 - 1700.

2. Definitions (For Leave Purposes Only)

a. Permanent employees are those appointed without limitation as to length of service, or for definite periods in excess of one year, or for the duration of the job (covering an indefinite period) and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for leave purposes only.

b. Temporary employees are those appointed for definite periods of time not to exceed one year.

3. Annual Leave

a. Permanent employees are entitled to 26 work days of annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is one hour and additional credits are in multiples thereof. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue leave in accordance with the following schedule:

<u>BASIC WORK DAYS</u>	<u>HOURS CREDIT</u>
1	1
2	2
3	2
4	3
5	4

b. Temporary employees earn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.

c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.

d. An employee, however, who had on 24 July 1947 over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after 1947.

e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.

f. Every supervisor responsible for approving leave will assure that employees are afforded an opportunity to avail themselves of earned annual leave.

g. Annual leave programs will be planned in advance and scheduled so as not to impair the efficiency of operations. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that annual leave which is in excess of the maximum that can be carried forward into the succeeding year.

4. Advanced Annual Leave

a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.

b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Officer, or his designee, for approval.

c. Temporary employees will not be advanced annual leave.

5. Sick Leave

a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.

b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.

c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.

d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.

(1) Sick leave will be granted to employees:

(a) When they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement.

(b) For medical, dental, optical examination or treatment, when leave is approved in advance by the supervisor.

(c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.

(d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

(e) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three work days.

6. Advanced Sick Leave

a. Permanent employees, in case of serious disability or ailment lasting five days or more, may be advanced sick leave not to exceed 30 days. Such an advance is charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.

b. When an employee applies for more sick leave than he has accumulated or may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.

c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the unliquidated portion of the advanced leave.

d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

7. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness, in which event the deductions against annual leave for this period will be converted. Application for such substitution must be made within two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

8. Maternity Leave

a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Personnel Officer, or his designee.

b. Normally maternity leave will not exceed six months including:

- (1) Accumulated sick leave.
- (2) Accumulated annual leave.
- (3) Leave without pay.

c. The Personnel Officer, or his designee, may approve additional maternity leave upon receipt of written advice from the attending physician certifying to the necessity for the leave.

d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

9. Leave Without Pay

a. (1) Leave without pay not exceeding 15 work days may be granted to employees at the discretion of Staff Chiefs, Assistant Directors, Heads of Field Offices, or Chiefs of Missions or Bureaus overseas.

(2) Leave without pay in excess of 15 workdays must have the additional approval of the Personnel Officer, or his designee.

b. Leave without pay will not be authorized initially for any period in excess of 12 months.

c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. Standard Form No. 50, Notification of Personnel Action, will be issued when such leave or an extension or renewal thereof is approved.

d. Employees who are granted an extended period of LWOP (60 days or more) will, prior to the beginning of such leave, execute Form No. 34-30.

10. Military Leave

a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

b. Members of the National Guard of the District of Columbia will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

11. Court Leave

a. A permanent employee who attends court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty, and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are required. Applications for court leave will be processed in the same manner as applications for advanced annual leave.

b. Annual leave or LWOP will be granted when an employee is absent from duty because of private litigation.

c. An employee may be granted court leave if the value of his testimony rises from his official capacity.

d. Temporary, part-time or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.

e. Employees who serve as witnesses or jurors and are granted court or official leave will surrender to the Budget Officer fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.

f. An employee who appears in any court in any capacity must report to the Chief, Inspection and Security, for briefing on security regulations prior to date of his appearance in court.

12. Absence for Registration and Voting

a. Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.

b. In those cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

13. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. Absence from duty for any cause, without prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

14. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration, none of which extends for a full month.
- c. For service on a per hour or per diem basis where employment is not on a regular and continuous basis.

15. Leave Balances

Leave balances should be requested from the Budget Officer only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason, and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time and Attendance Clerks. Leave balances will be furnished to employees once a year.

16. Overtime and Compensatory Leave

a. Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section.

b. Overtime shall be kept to an absolute minimum throughout the Agency with emphasis being placed upon the full utilization of the normal official working hours of each employee.

c. Overtime work will not be requested or authorized except in those cases essential to meet emergency requirements not possible to meet by full utilization of employee's normal working hours. Assistant Directors and Staff Chiefs are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy.

d. Within the continental limits of the United States:

(1) Approval of the Executive, his deputy, the Budget Officer, or his deputy, must be obtained prior to ordering compensatory time or overtime. A request will be submitted on Form No. 32-3, Request for Approval of Overtime, in accordance with instructions issued by the Budget Officer. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.

(2) Form No. 32-3, approved by the Budget Officer or his deputy, will be transmitted to the paying office no later than the close of the pay period in which work is performed.

e. Outside the continental limits of the United States, overtime must be approved by Chiefs of Missions or Bureaus or their deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless required by local custom.

f. No officer or employee shall be paid, with respect to any pay period, compensation at a rate in excess of \$10,330.00 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee is not entitled to overtime compensation.

g. Administrative controls governing compensatory leave will be established by each Assistant Director and Staff Chief based on policies stated below:

(1) It must be taken within the two pay periods immediately following the period in which earned, or forfeiture will result.

(2) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned. Such entries must be initialed by the applicable employee.

(3) An adequate check system will be established to insure that overtime was actually worked. An inspection will include checking guard registers and reviewing work accomplished during periods when compensatory time or overtime is claimed.

h. Compensatory leave to the credit of employees at the date of issuance of this Instruction will be used within 90 calendar days from this date or be forfeited. Such leave will not be reported as required above, but will be handled as heretofore.

17. Holidays

a. Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24-hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

b. (1) The following days are established by law as Legal Holidays:

1 January	- New Year's Day
22 February	- Washington's Birthday
30 May	- Memorial Day
4 July	- Independence Day
First Monday of September	- Labor Day
11 November	- Armistice Day
Fourth Thursday of November	- Thanksgiving Day
25 December	- Christmas

(2) Whenever any of the above holidays falls on Sunday:

(a) The following Monday will be officially observed as the holiday by employees whose regular work week is Monday through Friday.

(b) Sunday will be officially observed as the holiday by employees whose regular work week includes Sunday.

(3) When a Legal Holiday falls on other than Sunday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below.

(4) Holiday provisions other than those specified by law are announced by Presidential Proclamation, and employees will be officially notified.

13. Night Differential

a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM Standard Time when such hours fall within the employee's regularly scheduled tour of duty. Night differential cannot be claimed for time used in obtaining meals. When computing night differential reference should be made to the attached table which shows the maximum hours of night differential that can be claimed for various tours of duty.

b. Payment of night differential may be authorized for night work performed when an employee is temporarily assigned to a regularly scheduled tour of duty other than his own. Proper notations, in support of such payments, must appear on the Time and Attendance Report.

19. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

20. Time and Attendance Reports (Standard Form No. 1130)

a. Time and Attendance Reports will be submitted in accordance with instructions issued by the Budget Officer.

b. Two copies or extracts of the Armed Services orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first Report showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Report submitted.

c. Time and Attendance Clerks will include under "Remarks" on Form No. 1130 inclusive hours of overtime and/or compensatory time worked by each employee.

d. When night differential is claimed, Form No. 1130 must indicate the employee's tour of duty.

e. Correspondence pertaining to unauthorized absence must be furnished the Budget Officer in support of Form No. 1130 on which AWOL is reported.

21. Designations

a. Assistant Directors and Staff Chiefs will submit in duplicate to the Budget Officer separate lists of persons authorized to:

- (1) Receive and distribute salary checks.
- (2) Certify the correctness of, and submit Time and Attendance Reports.
- (3) Request approval of compensatory time or overtime to be worked.


b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

22. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the Budget Officer, and approval obtained before action is taken. Such report must furnish recommendations and a copy of the applicable law or regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Acting Executive

2 ATTACHMENTS:

1. Night Differential Table
2. Form Letter of Designations

DISTRIBUTION: A

NIGHT DIFFERENTIAL

<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HOURS OF NIGHT DIF- FERENTIAL</u>	<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HOURS OF NIGHT DIF- FERENTIAL</u>
1000 - 1630	1400 - 1430	$\frac{1}{2}$	2000 - 0430	2400 - 0030	8
1030 - 1900	1430 - 1500	1	2030 - 0500	0030 - 0100	8
1100 - 1930	1500 - 1530	$1\frac{1}{2}$	2100 - 0530	0100 - 0130	8
1130 - 2000	1530 - 1600	2	2130 - 0600	0130 - 0200	8
1200 - 2030	1600 - 1630	$2\frac{1}{2}$	2200 - 0630	0200 - 0230	$7\frac{1}{2}$
1230 - 2100	1630 - 1700	3	2230 - 0700	0230 - 0300	7
1300 - 2130	1700 - 1730	$3\frac{1}{2}$	2300 - 0730	0300 - 0330	$6\frac{1}{2}$
1330 - 2200	1730 - 1800	4	2330 - 0800	0330 - 0400	6
1400 - 2230	1800 - 1830	4	2400 - 0830	0400 - 0430	$5\frac{1}{2}$
1430 - 2300	1830 - 1900	$4\frac{1}{2}$	0030 - 0900	0430 - 0500	5
1500 - 2330	1900 - 1930	5	0100 - 0930	0500 - 0530	$4\frac{1}{2}$
1530 - 2400	1930 - 2000	$5\frac{1}{2}$	0130 - 1000	0530 - 0600	4
1600 - 0030	2000 - 2030	6	0200 - 1030	0600 - 0630	4
1630 - 0100	2030 - 2100	$6\frac{1}{2}$	0230 - 1100	0630 - 0700	$3\frac{1}{2}$
1700 - 0130	2100 - 2130	7	0300 - 1130	0700 - 0730	3
1730 - 0200	2130 - 2200	$7\frac{1}{2}$	0330 - 1200	0730 - 0800	$2\frac{1}{2}$
1800 - 0230	2200 - 2230	8	0400 - 1230	0800 - 0830	2
1830 - 0300	2230 - 2300	8	0430 - 1300	0830 - 0900	$1\frac{1}{2}$
1900 - 0330	2300 - 2330	8	0500 - 1330	0900 - 0930	1
1930 - 0400	2330 - 2400	8	0530 - 1400	0930 - 1000	$\frac{1}{2}$

MEMORANDUM

DATE _____

TO : Budget Officer

FROM : _____

SUBJECT : Designation of: (check one only)

- () Payment Clerks.
- () Authorization to Sign Time and Attendance Reports.
- () Authorization to Request Approval of Compensatory Time or Overtime.

1. The following employees are authorized to perform the Subject duty.

<u>EMPLOYEE</u>	<u>SECTION</u>	<u>SIGNATURE OF EMPLOYEE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. In the event this designation is revoked, fully or partially, you will be so notified. The names and specimen signatures of replacements will be submitted as required.

Signature

Title

Office

(Supply of this Form may be secured
from the Budget Officer)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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rescinded by
[redacted]
4/22/49

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

24 June 1948

SUBJECT: Time, Leave and Pay

25X1A

Revisions: a. Administrative Instruction [redacted] dated 17 December 1946; subject: Maternity Leave.

25X1A

b. Administrative Instruction [redacted] dated 24 April 1947, subject: Leave Without Pay.

25X1A

c. Administrative Instruction [redacted] dated 15 July 1947 and 19 May 1947, subject: CIA Policy on Active Duty Training of Military and Naval Reserve Officers Employed by CIA; Military Leave Without Pay for Annual Training Duty.

25X1A

d. Administrative Instruction [redacted] dated 13 November 1946, subject: Time, Leave and Pay Regulations.

25X1A

e. Administrative Instruction [redacted] dated 21 March 1947, subject: Time, Leave and Pay Regulations - Unvouch-
ered Funds.

1. Definitions

a. Permanent employees are those appointed without limitation as to length of service, or for definite periods in excess of one year, or for the duration of the job, and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for leave purposes only.

b. Temporary employees are those appointed for definite periods of time not to exceed one year.

2. Annual Leave

a. Permanent employees are entitled to 26 working days annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is 15 minutes and additional credits are in multiples of 15 minutes. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue one-tenth of one day's leave for each complete day of service rendered during that reporting period.

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b. Temporary employees earn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.

c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.

d. An employee, however, who had on July 24, 1947, over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after July 24, 1947.

e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.

f. Annual leave must be taken at such time as will not interfere with the work of the organization, and must be approved by the appropriate supervisor before the leave is taken.

3. Advanced Annual Leave

a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.

b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Chief, Personnel Branch, M&M, for final approval. The Assistant Director for Special Operations may approve advanced annual leave for his unvouchered employees.

c. Temporary employees will not be advanced annual leave.

4. Sick Leave

a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.

b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.

c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.

d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.

- (1) Sick leave will be granted to employees:

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- (a) When they are incapacitated for the performance of their duties by sickness, pregnancy and confinement, and injury.
- (b) For medical, dental or optical examination or treatment, when leave is approved in advance by the supervisor.
- (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
- (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
- (e) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three working days.

5. Advanced Sick Leave

a. Permanent employees, in case of serious disability or ailments lasting five days or more, may be granted not to exceed 30 days advanced sick leave. Such advances are charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.

b. When an employee applies for more sick leave than he has accumulated or than may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.

c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the period of indebted leave.

d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

6. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness and the deductions against annual leave for this period will be restored. Application for such substitution must be made within

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two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

7. Maternity Leave

a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Chief, Personnel Branch, A&M, and the Assistant Director for Special Operations may approve such applications for his unvouchered employees.

b. Normally maternity leave will not exceed six months including

- (1) Accumulated sick leave
- (2) Accumulated annual leave
- (3) "Leave without pay status" for any balance of the six months.

c. The Chief, Personnel Branch, A&M, may approve up to an additional six months' period of maternity leave as "leave without pay" upon receipt of written advice from the attending physician certifying to the necessity for the additional leave. The Assistant Director for Special Operations may approve such additional leave for his unvouchered employees.

d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

8. Leave Without Pay

a. (1) Leave without pay not exceeding 15 working days may be granted at the discretion of Staff Chiefs, Assistant Directors, Heads of Field Offices, or Chiefs of Missions or Bureaus overseas, to employees under their jurisdiction. (2) Leave without pay in excess of 15 workdays must in addition be approved by the Chief, Personnel Branch, A&M. The Assistant Director for Special Operations may approve such leave without pay for his unvouchered employees.

b. Leave without pay will not be authorized initially for any period in excess of 12 months.

c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. A personnel action will be issued when such leave or an extension or renewal thereof is approved.

d. Employees who are granted an extended period of LWOP will, prior to the beginning of such leave, execute Form No. 34-30, "Final Payment Clearance Sheet".

9. Military Leave

a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, may be granted with pay without charge to annual

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leave to members of any military or naval organization established by law of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

b. Members of the National Guard of the District of Columbia may be granted Military leave with pay without charge to annual leave on all days of service which they are ordered by competent authority to perform and on all days during which they are engaged in field or coast defense training.

c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

10. Court Leave

a. A permanent employee subpoenaed to testify as a witness on behalf of the United States or the Government of the District of Columbia, or called for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees is required. Applications for court or jury leave will be processed in the same manner as applications for advanced annual leave.

b. Annual leave or LWOP will be granted when an employee is subpoenaed in private litigation or by some party other than the Federal or District of Columbia Government.

c. Employees may be regarded as in active duty status for court service and no leave charged if the value of the employee's testimony arises from his official capacity and he is subpoenaed solely because of and to testify in that capacity.

d. Temporary, substitute or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.

e. Employees who serve as witnesses or jurors and are granted court, jury duty or official leave will surrender to the Budget and Finance Branch, A&M, fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.

f. An employee who appears in any court as a witness, plaintiff, defendant or juror must report to the Executive for Inspection and Security for briefing on security regulations prior to date of his appearance in court.

11. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. Absence from duty for any cause, without

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prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

12. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration none of which extends for a full month.
- c. For service on a "per hour" basis where employment is not on a regular and continuous basis.

13. Leave Balances

Leave balances should be requested from the Leave Section, Budget and Finance Branch, or Special Funds Division, OSO, only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time & Attendance Clerks.

14. Overtime

a. Within the continental limits of the United States:

- (1) Overtime for departmental employees must be approved prior to overtime work in each case. Requests will be submitted on Form No. 32-3, Request for Approval of Overtime, as indicated below:

- (a) To Budget and Finance Branch, A&M, for all employees except those of OSO who are paid from unvouchered funds. Such requests may be approved by the Chief, Budget Division and the Chief and Assistant Chief, Budget and Finance Branch.
- (b) To Special Funds Division, Administration and Services, OSO, for employees of OSO who are paid from unvouchered funds. Such requests may be approved by the Chief and Assistant Chief, Special Funds Division, OSO.

- (2) Quarterly estimates of anticipated overtime requirements will be submitted on Form No. 32-3 by Chiefs of [REDACTED] installations to the officials indicated in a (1) above, who are authorized to approve overtime payments for [REDACTED] installations. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the quarter covered by the estimate.

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b. After approval as in 14 above, overtime for employees in the continental United States may be ordered by the appropriate Staff Chiefs, Assistant Directors, Chiefs of Branches [REDACTED]

c. Outside the continental limits of the United States, overtime may be ordered and approved by Chiefs of Missions or Bureaus or their Deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless local custom requires.

d. All work in excess of 40 hours performed during one administrative work week will be considered overtime if authorized and approved in advance in accordance with the above provisions.

e. Approved overtime worked will be paid at authorized rates or compensatory time off may be allowed.

15. Holidays

Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as for overtime work and pay as shown in 14 above. An employee can only be excused or paid holiday rates for that portion of his tour of duty which actually falls within the 24-hour holiday period, and not to exceed 8 hours.

16. Night Differential

a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM, when such hours fall within the employee's regularly scheduled tour of duty. Night differential cannot be claimed for time used in obtaining meals.

b. When computing night differential reference should be made to the attached Table which shows the maximum hours of night differential that can be claimed for various tours of duty.

17. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

18. Time and Attendance Reports

a. Time and Attendance Reports will be submitted to the Budget and Finance Branch, A&M, or the Special Funds Division, OSO, as appropriate in accordance with instructions from such offices.

b. Two copies or extracts of military or naval orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first

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report (Form No. 1130) showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Form No. 1130 reporting the leave.

c. Time and Attendance clerks will include under "remarks" on Form No. 1130 inclusive hours of overtime worked by employees. For overtime in the continental United States, a copy of Form No. 32-3 approved by the appropriate supervisor and the Special Funds Division, OSO, or Budget and Finance Branch, A&M, will be attached to the applicable Form No. 1130 when transmitted to the appropriate paying office.

d. When night differential is claimed, Form No. 1130 must indicate the employees regular tour of duty.

e. Correspondence pertaining to unauthorized absence must be furnished the appropriate paying office to substantiate Form No. 1130 on which AWOL is reported.


f. When annual leave is converted to sick leave as shown in paragraph 6 above, a notation to that effect must be made on Form No. 1130 and a medical certificate or other evidence administratively acceptable must support Form No. 1130.

g. Assistant Directors and Staff Chiefs will submit in duplicate to the appropriate paying office a list of persons authorized to certify the correctness of time and attendance reports, and will keep such lists current at all times.

19. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the appropriate paying office in Washington and approval obtained before payment is made. Such report must furnish recommendations and a copy of the applicable law or regulation.

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R. H. HILLENKOTTER
Rear Admiral, U.S.N.
Director of Central Intelligence

1 Attachment
(Night Differential Table)

DISTRIBUTION: A

CONFIDENTIALNIGHT DIFFERENTIAL

<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HRS. OF NIGHT DIF- FERENTIAL</u>	<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HRS. OF NIGHT DIF- FERENTIAL</u>
1000 - 1830	1400 - 1430	$\frac{1}{2}$	2000 - 0430	2400 - 0030	8
1030 - 1900	1430 - 1500	1	2030 - 0500	0030 - 0100	8
1100 - 1930	1500 - 1530	$1\frac{1}{2}$	2100 - 0530	0100 - 0130	8
1130 - 2000	1530 - 1600	2	2130 - 0600	0130 - 0200	8
1200 - 2030	1600 - 1630	$2\frac{1}{2}$	2200 - 0630	0200 - 0230	$7\frac{1}{2}$
1230 - 2100	1630 - 1700	3	2230 - 0700	0230 - 0300	7
1300 - 2130	1700 - 1730	$3\frac{1}{2}$	2300 - 0730	0300 - 0330	$6\frac{1}{2}$
1330 - 2200	1730 - 1800	4	2330 - 0800	0330 - 0400	6
1400 - 2230	1800 - 1830	4	2400 - 0830	0400 - 0430	$5\frac{1}{2}$
1430 - 2300	1830 - 1900	$4\frac{1}{2}$	0030 - 0900	0430 - 0500	5
1500 - 2330	1900 - 1930	5	0100 - 0930	0500 - 0530	$4\frac{1}{2}$
1530 - 2400	1930 - 2000	$5\frac{1}{2}$	0130 - 1000	0530 - 0600	4
1600 - 0030	2000 - 2030	6	0200 - 1030	0600 - 0630	4
1630 - 0100	2030 - 2100	$6\frac{1}{2}$	0230 - 1100	0630 - 0700	$3\frac{1}{2}$
1700 - 0130	2100 - 2130	7	0300 - 1130	0700 - 0730	3
1730 - 0200	2130 - 2200	$7\frac{1}{2}$	0330 - 1200	0730 - 0800	$2\frac{1}{2}$
1800 - 0230	2200 - 2230	8	0400 - 1230	0800 - 0830	2
1830 - 0300	2230 - 2300	8	0430 - 1300	0830 - 0900	$1\frac{1}{2}$
1900 - 0330	2300 - 2330	8	0500 - 1330	0900 - 0930	1
1930 - 0400	2330 - 2400	8	0530 - 1400	1930 - 1000	$\frac{1}{2}$

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(EXHIBIT A)

CENTRAL INTELLIGENCE GROUP

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WASHINGTON, D. C.

_____(Date)

Name _____

Street Address _____

City & State _____

Dear Mr. _____:

1. This is to notify you that the United States Government, as represented by the Central Intelligence Group, has accepted your employment effective _____:

Position:

Base Salary: \$ _____ per _____.

2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations.

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

1) Question:

Do we have letters of appointment on most personnel overseas? I am to recall that in W.O.S. changes temporary letters of appointment were requested.

2) Facts

Letters of appointment are being reproduced. As fast as possible Heller will issue them. A store will be sent down to S.F. to type letters from the payroll records to avoid the necessity of our preparing lists.

3) All new appointment papers will come to S.F. with the letters of appointment attached.

4) To catch those already in grill, do not sign overseas data sheet or issue oath of office without saying that personnel have accepted a letter of appointment.

5) Suggest we keep copies on hand, have personnel read & accept, then send to Heller for signature & return to S.F. If this is done find out how